



# Mexican National Student Intern Vacancy Announcement

## U.S. Consulate General Hermosillo

No: 18/02

Open to: Current Mexican national students enrolled in degree programs requiring "Practicas Profesionales"

Position: Student Intern

Opening Date: June 28, 2018

Closing Date: Until Filled

Duration: Part-time; 20 hours/week

**No salary or benefits will be paid – this is a volunteer position.**

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**The U.S. Consulate in Hermosillo is seeking current Mexican national students enrolled in degree programs requiring "practicas profesionales" for the position of Student Intern**

A student intern opportunity is available in the Information Systems Center (ISC):

The intern will work on various information technology and administrative tasks of the ISC, i.e. supporting the Consulate's reception booth; collecting packages and distributing correspondence in the mailroom; connecting DVC sessions; setting up laptops and projectors in conference rooms; assisting the telephone technician; and other duties as assigned. Work will be performed between 8:00 am and 4:30 pm based on availability.

**All applicants must pass a security and medical certification process.**

### Minimum Eligibility criteria

- Only Mexican nationals are eligible for the Intern Program.
- Eligible students must meet the definition of a student as follows: "Student" means an individual who is enrolled, not less than half-time, in trade school, technical or vocational institute, college, university or comparable recognized educational institution. An individual who is a student is deemed not to have ceased to be a student during an interim between school years if the interim is not more than 5 months and if such individual shows to the satisfaction of the HR Office that the individual has a bona fide intention of continuing to pursue a course of study or training in the same or different educational institution during the school semester (or other period into which the school year is divided) immediately after the interim.

### Mission's requirements for Mexican Student Interns:

- Minimum age: Intern Program applicants must be at least 18 years of age at the time of appointment.
- The student must have completed academic courses relevant to the type of work to be performed.

- The student must be able to speak English. The level will depend on the requirement of the employing office.
- The student must be in good academic standing at their current educational institution and provide a certified transcript of his/her grades. A minimum GPA of 8.0 is required.
- The student must receive a security certification from the Regional Security Office (RSO).
- The student will require a medical certification that will be at his /her own expense.
- The student must be covered by his/her own medical insurance and must receive a medical clearance from the Health Unit.
- There are **no benefits** attached to this temporary internship and **no compensation**.

**How to apply:** To be considered, students must submit the following documents:

- Fill out application form. (attached)
- Current transcript showing required minimum GPA of 8.0.
- If the student possesses a valid English test score (TOEIC or TOEFL), he/she may submit a copy with the application packet. A valid test score is one obtained within the last two years. If no valid English language score is available, students who meet all other requirements for the position will be contacted for language testing at the U.S. Consulate General. Language testing conducted at the U.S. Consulate General is only used for positions herein and scores cannot be used by students for other employment
  - Proof of enrollment in a U.S. educational institution, either a recent transcript or registrar's letter, can substitute TOFEL/TOEIC scores if presented with documentation of the language proficiency requirements of the institution.
- Be available for interview when/if called.

**Submit application to:**

Human Resources Office by e-mail: [hermohr@state.gov](mailto:hermohr@state.gov)

Please check the U.S. Embassy web site for future vacancy announcements:

<https://mx.usembassy.gov/es/trabaje-con-nosotros/hermosillo/>

The US Mission in Mexico provides equal opportunity and fair and equitable treatment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Mexican National Student Intern Program is designed to facilitate students who are non-U.S. citizens seeking internships with Mission Mexico. The objectives and advantages of such a program serve to benefit both post and students by providing the Mexican national students with valuable work experience in the mission and by assisting post in accomplishing their goals. We seek to offer students the challenge of working in a foreign affairs arena and at the same time profit by their assistance. There are **no benefits or compensation** attached to this internship or **any future employment rights**.